

GODDARD SPACE FLIGHT CENTER

100 DIRECTOR

Provides overall management and coordinative control of the diversified activities carried out within the organizational elements of the Goddard Space Flight Center. Carries final responsibility, authority, and accountability for establishment of programmatic and institutional policy and for provision of direction and maintenance of overview of the science, technology, and administrative programs necessary to accomplishment of the Center mission that is outlined in the functional statements comprising this manual.

101 OFFICE OF THE ASSOCIATE DIRECTOR

Provides management and coordination of selected activities at the Center that fall within the purview of the Associate Center Director, including a range of strategic business and institutional management areas. Provides the Center focus for the continued development and operation of the GSFC Integrated Business Planning process. The New Opportunities Office (NOO) coordinates GSFC's new mission initiatives and business opportunities process. The NOO acts as the new business focal point for all internal and external customers, facilitating GSFC's new business process for all initiatives/opportunities that exceed GSFC's new business review threshold criteria. In the role of new business facilitator, the NOO provides consultation on new mission concepts, provides strategic and tactical planning support (future work), and coordinates GSFC resource support. For those initiatives/opportunities exceeding GSFC's new business threshold criteria, the NOO also provides end-to-end proposal production support. Coordinates across all organizational elements of the Center to support the Associate Director in accomplishing responsibilities delegated by the Center Director.

120 EQUAL OPPORTUNITY PROGRAMS OFFICE

Provides staff leadership and serves as the focal point for coordinating, monitoring and evaluating Centerwide activities to assure equal opportunity in employment for employees and applicants. Participates at the community level with schools and universities, and with other public and private groups to improve employment opportunities and conditions affecting employability. Manages the equal opportunity performance of cost-plus-award-fee contractors and conducts compliance checks to determine the compliance posture of proposed contractors.

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130 OFFICE OF PUBLIC AFFAIRS

Develops and provides an integrated Centerwide public affairs program designed to provide for the widest practicable and appropriate dissemination of information concerning the activities of the GSFC as part of an Agencywide public affairs program. This program is accomplished by the dissemination of information, including audiovisual materials, to the news media; the preparation and distribution of educational, historical, and general informational publications; the production and distribution of motion pictures, television, and radio programs; the design, construction, and management of exhibits; educational programs and services, including lecture demonstrations; speeches and speaker services; and community relations activities and internal information services. In support of an Agencywide education program, plans, promotes, and conducts space-oriented science education programs at all levels in the educational institutions of the Center's five-state region to help educators provide effective science, technology, and mathematics courses for future scientists and engineers. Also develops programs and conducts general educational projects for youth activities and adult programs. Plans and conducts educational workshops and special projects. Plans and administers the Center's program for reception and briefing of visitors from all levels in the scientific, government, professional, business, and public communities - foreign and domestic. Is responsible for the implementation of the Freedom of Information Act, responding to requests and furnishing releasable material. Directs and supervise publication of the Goddard News and Dateline Goddard.

140 OFFICE OF CHIEF COUNSEL

Provides legal advice and assistance to the Director and all GSFC organizational components on all legal matters (other than patent matters) involved in the Center's activities including the legal aspects of Center policies, controls, and procedures. Provides legal representation for the Center in litigation, disputes, protests, and miscellaneous matters.

160 OFFICE OF UNIVERSITY PROGRAMS

Responsible for oversight of activities and programs designed to maintain and broaden the Center's interactions with the university community. Provides point-of-contact to enhance and coordinate Goddard relationships with students, faculty, and administers at universities which are involved in research activities of importance to NASA programs. Seeks out opportunities to strengthen and extend existing or develop new relationships and mechanisms for scientific exchange and collaboration which will increase cooperation between universities and the Center,

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for example, Memoranda of Understanding, grants and contracts, and scholarships. Seeks opportunities to enhance the image and recognition of the Center and its research and development activities in the larger scientific community.

Administers a broad range of programs designed to bring undergraduate and graduate student researchers and university faculty members to the Center to work with GSFC colleagues in areas of mutual interest or to sponsor promising research activities at the university campus which are in areas of importance to GSFC, e.g., Graduate Student Researchers Program, Resident Research Associate Program, Summer Faculty Fellowship Program, Goddard Teacher Intern Program. Serves as GSFC contact for the NASA Space Grant College Program.